

# **A MESSAGE TO CONSUMERS FROM THE PCA WORKFORCE COUNCIL**

## **ABOUT THE PCA NEW HIRE ORIENTATION PROGRAM**

January 2015

The PCA Workforce Council supports your role as a PCA employer, including your responsibility to train and supervise your PCA. We also want to work with you to strengthen and protect this important program. In order to do so, we have developed and piloted a 3-hour standardized **PCA New Hire Orientation**.

**Effective immediately, New PCAs must complete the PCA New Hire Orientation requirement within 6 months from their date of hire. New PCAs who fail to complete the Orientation within the six months; an after-tax payroll deduction equal to two dollars (\$2.00) per hour will apply, until such time as they complete the Orientation program.**

**If the New PCA completes the Orientation within 2 months of their 6 month anniversary date, the payroll deductions will cease and all accumulated deductions will be returned. If the New PCA completes the Orientation after 8 months of the date of hire and submits the correct paperwork, the payroll deductions will cease but they will forfeit all accumulated deductions.**

***Note: New PCAs hired between January 1, 2014 to January 31, 2015 will have 6 months from the date of this notice to complete the Orientation.***

The new Orientation will instruct new PCAs about

- The Principles of Independent Living
- The Operational Procedures of the PCA Program
- Worker Rights
- Fraud, Abuse, and Neglect

In addition to this information, your new PCA will also receive resources including information on the role of the 1199 SEIU, the role of the PCA Workforce Council, the Rewarding Work web portal and other key resources.

**Your role as the employer and supervisor is not affected by this orientation.** During a PCA New Hire Orientation, the new PCA is **not** trained on how to assist you; this is your responsibility. Other important things to know about a PCA New Hire Orientation:

- The number of hours of PCA assistance you are receiving is not affected.
- New PCAs will be paid to attend only one, 3-hour orientation session
- A PCA New Hire Orientation curriculum has been developed and is available online at [www.mass.gov/pca](http://www.mass.gov/pca) please click on the Welcome sign to locate the Orientation materials.
- There are two options for this orientation: 1. A group session offered by the Homecare Training Benefit or, 2. as a consumer, you can choose to provide the orientation yourself, but if you do this, you must certify you have used the approved curriculum.

If you have additional questions, you may contact the PCA Workforce Council at 600 Washington St. Room 7264 Boston, MA 02111 or by email at [pcacouncil@state.ma.us](mailto:pcacouncil@state.ma.us)